



in cooperation with **KentuckyHistoryDay**

Handbook for Sponsors 2011-2012



KentuckyHistoricalSociety

The Kentucky Junior Historical Society is a program of the Kentucky Historical Society, an agency of the Tourism, Arts and Heritage Cabinet and a partner of Kentucky History Day.

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From the State Office

The Kentucky Junior Historical Society (KJHS) is a membership organization that gives Kentucky students an opportunity to become active participants in the historical activities of their community, region and state. Through research projects, historic site visits, living-history presentations and other related activities, students gain valuable skills while helping preserve and promote Kentucky heritage. KJHS is designed to enhance curriculum education by giving students the opportunity to connect with historical and cultural resources. Learning about the past helps students prepare for the future.

Since 1961, KJHS has operated through a network of local chapters. Sponsored by teachers, interested parents or local historical groups, KJHS encourages partnerships between local communities and students.

Statewide competition in a variety of categories through Kentucky History Day (KHD) recognizes excellence and gives students an opportunity to learn from their peers. The KJHS Conference is also the time to elect officers to the student advisory board of KJHS. Campaign speeches and “politicking” give students a taste of running for statewide office, while serving on the board provides valuable leadership training.

This handbook is intended as a reference and should answer many of your questions. If you have further questions, we are more than happy to assist you. Feel free to contact Tim Talbott at 502-564-1792, ext. 4428 or tim.talbott@ky.gov. The KJHS mailing address is 100 W. Broadway, Frankfort, KY 40601.

Types of KJHS Clubs

KJHS is a flexible program. You may run your KJHS club in the manner that works best for you. Some schools have the luxury of a “club day” each month. Others have after-school or evening meetings. Some clubs meet once a month, others once a week. Sometimes there are several KJHS chapters within a county, and each school has its own chapter. On the other hand, some counties have one sponsor who runs a KJHS chapter for all the students in that county. KJHS includes private school clubs, public school clubs and homeschool clubs. Sponsors are usually teachers, but can also be interested parents or members of a local historical group or civic organization.

Where there is no active KJHS chapter in an area, students may join as **individual members**.

KJHS Membership Requirements

- Open to any Kentucky student who is interested in Kentucky history
- Annual dues of \$3 per club member, or \$5 for members enrolling individually
- Members may also enroll for a \$10 fee, which includes annual dues plus district and state KHD contest registration fees

KJHS Members Have the Opportunity to...

- Get free or reduced admission to many state historical sites and museums, including the Kentucky Historical Society history campus all of the sites operated by the Department of Parks (must present KJHS membership card)
- Enter projects in the KHD program
- Improve research skills
- Sharpen leadership skills as a local or statewide officer
- Participate in service projects with a local historical group
- Learn about their community’s heritage
- Develop a preservation ethic

How to Get Started

1. Obtain permission to form the KJHS chapter from school administrators or other governing authorities. Publicize the KJHS mission in advance of the first meeting with posters and mail fliers to potential members.
2. Once interest is evident, plan the first meeting to have an exciting speaker or program. Contact the state KJHS office, local historical groups or interested parents for help.
3. At the initial club meeting(s), the group should:
 - Select a chapter name
 - Set time and frequency of club meetings
 - Decide what, if any, officers are needed and elect them
 - Set club goals for projects, membership, etc.
 - Plan the financial structure (\$10 flat fee option or \$3 dues-only option; local dues optional)
4. After an initial membership period, complete the registration form and submit dues.
5. Continue with meetings and activities throughout the school year to sustain interest.

Suggested Activities

- Complete a project for KHD
- Make a list of historical markers in your county and record their condition
- Conduct oral histories of older members of the community
- Take field trips to local historic sites (many sites are free with KJHS membership cards!)
- Make a display for your school on some aspect of local history
- Work on a project with a local historical group
- Collect old-time recipes for a cookbook
- Celebrate traditions at a local festival
- Write a chapter constitution
- Correspond with other KJHS chapters in your district and plan a joint meeting

For more activity ideas, see www.kjhs.ky.gov

Kentucky History Day

KJHS members have the opportunity to participate in the Kentucky affiliate of National History Day (NHD), KHD, an academic program that challenges students to think like historians. Through a variety of project categories, students develop critical thinking skills and a greater proficiency for written and verbal communication.

Throughout the school year, students conduct research using primary and secondary sources to prepare projects based on an annual theme. The annual theme is broad enough to encourage investigation of topics ranging from local and state history to U.S. and world history. The theme for 2012 is “Revolution, Reaction and Reform in History”

Kentucky History Day Divisions

Youth: Grades 4-5 (state contest and Kentucky topics only)

Junior: Grades 6-8

Senior: Grades 9-12

Middle and High School Students

Students may do individual or group projects in any one of five categories: paper (individual only), exhibit, performance, documentary or website.

This educational program culminates in a series of contests held at the district, state and national levels. District contests are typically held in March. Each district's top entries in each category and division can compete at the state contest held in Frankfort during the KJHS Conference at the end of April. The top two entries in each category and division at the state level are eligible to compete in the national competition, which is held at the University of Maryland in College Park, Md., in mid-June.

For complete guidelines and information about the district and state contests, visit the KHD web page at www.history.ky.gov. To learn more about NHD, visit www.nhd.org.

Elementary School Students

The youth division competition, created specifically for KHD, will take place at the KJHS Conference. Open to students in grades 4-5, the youth division is a state-level contest only. Participants in this division will not have to attend a regional contest, nor will they be able to advance to the national competition, as there is no elementary component at that level.

The youth competition will be a modified version of the NHD contest. Students may work individually or in groups no larger than five to submit an exhibit or a documentary. The topic *must* focus on Kentucky history and can be related to the theme, “Revolution, Reaction and Reform in History,” but it is not required.

For complete guidelines, visit the KHD web page at www.history.ky.gov.

Kentucky Junior Historical Society Conference

In addition to workshops, activities and the KHD state competition, the following contests will take place Friday during the KJHS Conference.

Chapter Challenge

Chapters may submit **one** project, either an exhibit or a documentary, which highlights the history-related activities that they did in their community throughout the year. The project should be completed with the input and assistance of the whole chapter. Along with the annual club reports, the Chapter Challenge will help determine KJHS Annual Award recipients.

Nomination Formatting

Exhibit: Size not to exceed 40 inches wide, 30 inches deep and 60 inches tall.

Documentary: Time should not exceed 10 minutes. The program must be operable in a standard DVD player.

The following competitions are open to grades k-12 and will take place on Friday during the KJHS Conference. Students may sign up for only one category.

Division I: Grades K-5

Division II: Grades 6-8

Division III: Grades 9-12

Kentucky History Test

(I, II, III) Individual only. Limited to 50 students per division.

This is a timed multiple choice test. All questions will pertain to Kentucky history. Students who are signed up to take Kentucky History Test cannot participate in the impromptu composition, as both will be administered at the same time. No notes allowed. Electronic devices may not be used during testing.

Impromptu Composition

(I, II, III) Individual only. Limited to 20 students per division.

A timed, on-the-spot essay that will pertain to Kentucky history. Students will answer a question on a Kentucky subject using provided primary source(s) as support. A few months prior to the conference, a general topic or time period (i.e. Daniel Boone, Abraham Lincoln, the Shakers, Antebellum, Civil War, etc.) from which to study will be announced for each division. No notes allowed. Electronic devices may not be used during testing.

Kentucky History Bowl

(I, II, III) Group only.

A quick-recall tournament held during convention. Clubs may form teams of four members and one alternate. See study guide for rules and other details.

Annual KJHS Awards (Presented at the KJHS Conference)

Outstanding KJHS Member

This award will be presented to the member of KJHS who exhibits exceptional leadership and involvement in his or her local chapter. It is **not** limited to local or state officers. The award will be given based on the nomination form, which must be signed by the club sponsor. A club may nominate **one person** for this award. The member must be in good standing with his/her chapter and the state KJHS office.

Outstanding Board Member

This award will be presented to the KJHS board member who exhibits exceptional leadership as a state officer.

Chapter of the Year

This award will be presented to a chapter of KJHS that has exhibited the greatest activity, dedication and involvement with the KJHS over the past year. The winner will be selected based on the annual club reports and the chapter exhibit competition at the KJHS Conference.

Rookie of the Year

This award will be presented to the new KJHS chapter that has exhibited the greatest activity, dedication and involvement with the KJHS over the past year. The winner will be selected based on the annual club reports and the chapter exhibit competition at the KJHS Conference.

Sponsor of the Year

Local club officers and members may choose to nominate their sponsor for this award. Judging will be based on the sponsor's promotion of club activities, demonstration of leadership skills and dedication to furthering KJHS's purposes.

Membership Award

The membership award will be presented to the chapter that has been responsible for organizing the largest number of new KJHS chapters during the school year or has had the greatest increase in club membership. The winner will be selected based on the annual club reports and the chapter exhibit competition at the Kentucky Junior Historians Conference.

Kentucky Junior Historical Society Mission

The 2010-11 KJHS board revised the mission statement and voted to adopt the following:

KJHS is a student-centered program that provides opportunities for Kentucky's youth to discover and learn about the Commonwealth's rich history and serve their communities.

Goals

- To develop historical leadership skills through clubs, state offices and program activities.
- To bring students into partnership with their local communities to provide for the preservation and interpretation of local heritage as a resource for the community and as an educational tool for schools.
- To provide the opportunity to demonstrate heritage education as a resource for meeting the goals and challenges of Kentucky's educational system through statewide convention, workshops, summer activities and other activities.
- To create a network of learning opportunities to acquaint students with the multicultural heritage of Kentucky.
- To provide opportunities for learning about Kentucky history and to assist teachers and students with finding and using heritage resources in their communities.

2010-2011 Facts

- KJHS had approximately 1,200 members from over 45 schools and homeschool groups across the state.
- Four regional rallies were held in the fall of 2010. Students enjoyed tours, activities, historical interpretation, and research tips at: The Frazier International History Museum (District 3), Kentucky Library and Museum (District 4), Thomas D. Clark Center for Kentucky History (District 6), and Southeast Kentucky Community and Technical College, Kentucky Coal Mining Museum and Portal 31 (District 8).
- The 49th annual KJHS Conference and Kentucky History Day Contest on April 29-30, 2011 drew more than 800 students, sponsors and parents.

Kentucky Junior Historical Society Constitution

Article I: Purpose

Section 1. To foster an appreciation for and understanding of the importance of Kentucky history by providing for the educational enhancement of Kentucky students through history-related activities that instruct, inform, inspire and celebrate our multicultural heritage and to develop the leadership skills of Kentucky students to provide for responsible management of the state's valuable heritage resources by future generations.

Article II: Structure and Authority

Section 1. KJHS shall be a statewide federation primarily of affiliated local chapters for Kentucky students in schools and other educational or cultural organizations.

Section 2. KJHS shall be administered as a program in association with the Kentucky Historical Society (KHS), a member of the Tourism, Arts and Heritage Cabinet.

Article III: Membership

Section 1. Membership in KJHS shall be open to any Kentucky student. Local clubs shall affiliate with the state organization in traditional divisions which shall include elementary, middle school and high school divisions.

Section 2. A local registered club shall consist of a minimum of five members and an adult sponsor.

Section 3. Any Kentucky student may join as an individual member where no club exists.

Section 4. To be considered in good standing, clubs and individual members must fulfill established annual dues requirements, submit a list of all members and their addresses and submit an annual club report as defined in the program handbook by the deadline specified. Only members in good standing can participate in convention and other KJHS activities.

Section 5. Dues shall be established for affiliates of KJHS by a vote of the full convention. Fees shall be established for affiliates of the KJHS by a vote of the executive board. Changes in dues structure shall be announced to clubs and individual members, when possible, at least six months in advance of implementation and announced at annual convention(s).

Article IV: Activities

Section 1. An annual convention shall be held in the spring of each year. The time and date will be set by the executive committee by Aug. 1, before the convention is to be held. The state officers for the coming year shall be elected and sworn in during the annual convention.

Section 2. Other events and activities of KJHS will be set by the convention delegates, the state coordinator or the executive committee. Other events and activities may include regional rallies, an officer retreat and summer activities.

Section 3. KJHS members are encouraged to participate in the two KHS annual activities: Boone Day in June and the KHS annual meeting held the first Friday after the first Monday in November.

Section 4. Regular communication with and activities held in conjunction with other state junior historical societies, such as the Indiana Junior Historical Society and the Tar Heel Junior Historian Association, are encouraged.

Article V: Statewide Officers

Section 1. An executive committee for KJHS will consist of the elected officers of president, vice president, parliamentarian, secretary, historian, membership director, reporter, junior representative and district representatives. The president may appoint up to three presidential advisors to serve on the board subject to the approval of the board. Appointees may be selected based on their dedication to KJHS, being from an underrepresented area, or due to a special skill or quality.

Section 2. The officers-elect will take office immediately after the adjournment of the existing convention. *It is required that the new officers meet at least twice within four months after their election.*

Section 3. As the administrative head of KJHS, the **president** 1) presides at all meetings or assemblies and shall have the power to call meetings of the KJHS executive committee and shall set the agenda; 2) may appoint committees and officers as needed with the approval of the executive committee; and 3) may require information in writing from any of the elected or appointed officers upon any subject relating to the duties of their respective offices. Individuals seeking the office of KJHS president must have already served as a member of the executive committee for at least one year and should be a rising junior or senior. If no candidate meeting these criteria is nominated, the election shall be opened to any member who has served as a member of the executive committee for at least one year. If no candidate meeting these criteria is nominated, the election shall be opened to rising juniors and seniors in the general membership.

The **vice president** acts as president if the duly elected president is in any way unable to discharge the duties of the office, and shall serve as an ex-officio member of each committee and report to the president.

The **parliamentarian** will be required to make sure the meetings run according to "Robert's Rules of Order," and must be familiar with the rules for conducting an official meeting. In the event that the president and the vice president could not carry out the duties of their office, the parliamentarian will fill that position.

The **secretary** shall keep minutes of all state meetings, taking care that they are always available for reference, and shall handle the necessary correspondence. The secretary must submit the minutes of any meeting of the KJHS to the state office no later than five days after all meetings. The minutes must be mailed to all executive committee members and clubs no later than 10 days after and executive committee meeting.

The **historian** will keep a record of all activities of KJHS for the year, which will be added to the records of previous years. The historian will create a PowerPoint presentation of the previous year's activities to be viewed at convention.

The **membership director** is responsible for coming up with new strategies for membership development. The recruitment efforts of the district representatives, elementary representative and middle school representative will be coordinated by the membership director. Assisting the reporter and the historian in getting information from chapters for the newsletter or KJHS exhibits will be part of this position. The membership director will report to the executive committee about membership goals and strategies at each meeting and shall review all membership registrations submitted to the state office.

The **reporter** shall assist the state coordinator with the official KJHS newsletter, The Timeline, by submitting articles, pictures and story ideas for each issue.

The **district representatives** should be elected from each of the congressional districts in Kentucky and should represent their district on the executive committee. The representatives will be elected by all clubs within the district. Each representative must set up a network of one club member from each club in the district to accurately report the activities of each club. The district representative is responsible for reporting the clubs' activities to the newsletter editor at the beginning of each month. All district reports must be submitted in writing to the secretary at each executive committee meeting.

The **junior representative** is intended to represent the interests of the younger members of KJHS (elementary and middle school members). Those eligible to run for this office are rising sixth, seventh or eighth graders.

Article VI: Nomination and Elections of Officers

Section 1. Eligibility for nomination to office is open to current registered KJHS members. All candidates for statewide office shall submit an officer nomination form to the state office by 30 days before convention. No club will be allowed to have more than four members on the executive committee at a time.

Section 2. Clubs will be notified by the executive committee in advance of the dates for the opening and closing of nominations. Any club entering a candidate must complete the official KJHS data sheet and specify what office the candidate is seeking. All nominations by the clubs for all offices must be postmarked 30 days before the opening of the convention and received within 25 days of the convention. Nominations will be certified for meeting deadlines and qualifications by the KJHS executive committee. A complete printed slate of candidates for state office must be sent to each club 20 days before convention. This will constitute the final and complete slate of candidates. Candidates may remove their name from the slate by submitting written resignation to the KJHS executive committee any time prior to the convening of the convention. Each candidate for statewide office will be required to make a campaign speech before the assembled delegates at convention.

Section 3. Nominations for district representative and junior representative will be made by the respective group in caucus at the convention if no nomination has been submitted. Students may submit the candidate nomination form to be included in the slate of officers sent to the clubs by the secretary.

Section 4. All officers are elected by a simple plurality of votes for a term of one year. The term for each office will begin with the swearing-in ceremony at the end of the convention.

Section 5. Any member of the KJHS executive committee may file a letter recommending impeachment of an officer for failure to perform the duties of his office. Should the executive committee concur in this recommendation, a two-thirds affirmative vote by mail shall revoke the board member from office.

Article VII: Conduct, Procedure at Convention

Section 1. Only those members whose dues have been paid according to Article III are eligible to become delegates to the annual convention.

Section 2. Only those members serving as delegates are permitted to actively participate in convention activities (debates, voting, nominating, etc.). Any candidate for office whose sponsors or other adults act in any way other than in an advisory capacity may be disqualified by the KJHS Executive Committee.

Section 3. No delegate shall offer or give a bribe to another delegate or issue a threat or attempt to control or influence a delegate to cast his vote or withhold the same by any other corrupt device or means.

Section 4. Policies regarding discipline must be approved by the KJHS executive committee. A member must explain sufficiently the policy to all other KJHS members to ensure their understanding; all final decisions rest with the members of KJHS.

Section 5. The members of the KJHS may determine the rules of clubs' proceedings, discipline a member for disorderly conduct and, with concurrence of a majority, expel a member for said conduct.

Section 6. All voting is to be done by secret ballot. Each member in good standing in attendance at the convention is eligible to vote. After hearing each candidate's campaign speech, members will vote on Saturday morning by secret ballot. Each member will vote for state officers, for their district representative and for constitutional amendments. Elementary and middle school students will vote for the junior representative. All offices will be decided by a simple plurality.

Article VIII: Amendments

Section 1. Amendments may be submitted by any registered member of KJHS. All amendments must be postmarked 30 days before the opening of convention and received within 25 days of the convention. A complete printed list of all amendments must be sent to each club 20 days before convention. Amendments from the convention floor will not be considered until the next convention for final vote. A two-thirds affirmative vote of those present is required for the adoption of an amendment. All passed amendments go into effect at the end of the convention at which it was passed.

This constitution was revised on March 29, 2003.

Bylaws

1. Dues and registration will be accepted up to the first Tuesday after the first Monday in January. No registration will be permitted after this date. Registration consists of the names and addresses of all members, a list of officers and dues. All of this information should be mailed to the Kentucky Junior Historical Society, 100 West Broadway, Frankfort, KY 40601. *Amended 3/29/03*
2. The annual convention will be held between the third week in March and the second week in May. The annual state convention will be held in Frankfort unless otherwise specified by the executive committee. *Amended 3/27/99*

3. State dues for KJHS will be \$3 per person per year for members of a club and \$5 per person per year for individual members. *Amended 3/27/99*

KJHS Executive Committee 2010-2011

President

Shelley Zhou, duPont Manual High School

Vice President

Isaac Petty, Taylor County High School

Parliamentarian

Hannah Mooney, Jefferson County Homeschool Chapter

Secretary

Ruth Edwards, Coffee Tree Chapter

Historian

Clare Egan, Jefferson County Homeschool Chapter

Reporter

Adrienne Holtzworth, Shelby Saddlebreds Chapter

Membership Director

Will Walker, Rockcastle County High School

Junior Representative

Annie Edwards, Coffee Tree Chapter

Presidential Advisors

Open

District Representatives

Your district representative is your voice at the executive board meetings. Each chapter should designate a district contact person and submit their name to their district representative. They will serve as a liaison between the representative and their chapter.

District 1	Open	Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hickman, Hopkins, Livingston, Lyon, Marshall, McCracken, McLean, Trigg, Union, Webster
District 2	Open	Breckinridge, Butler, Daviess, Grayson, Hancock, Henderson, Logan, Muhlenberg, Todd, Ohio
District 3	J. Kevin Combs II Jefferson County Homeschool	Bullitt, Hardin, Henry, Jefferson, Larue, Meade, Nelson, Oldham, Shelby, Spencer, Trimble
District 4	Abbi Phillips Taylor County Middle School	Adair, Allen, Barren, Cumberland, Edmonson, Green, Hart, Marion, Metcalfe, Monroe, Simpson, Taylor, Warren
District 5	Open	Boyle, Casey, Clark, Clay, Clinton, Estill, Garrard, Jackson, Knox, Laurel, Lincoln, Madison, McCreary, Montgomery, Powell, Pulaski, Rockcastle, Russell, Wayne, Whitley
District 6	Rusty Lewis Coffee Tree Chapter (Frankfort)	Anderson, Bourbon, Boone, Bracken, Campbell, Carroll, Fayette, Franklin, Gallatin, Grant, Harrison, Jessamine, Kenton, Mason, Mercer, Owen, Pendleton, Robertson, Scott, Washington, Woodford
District 7	Open	Bath, Boyd, Carter, Elliott, Fleming, Greenup, Lawrence, Lewis, Menifee, Morgan, Nicholas, Rowan
District 8	Open	Bell, Breathitt, Floyd, Harlan, Johnson, Knott, Lee, Leslie, Letcher, Magoffin, Martin, Owsley, Perry, Pike, Wolfe



Kentucky Junior Historical Society 2011-2012 Chapter Enrollment Form

Chapter name _____ Grade(s) of students in chapter _____

Chapter school _____

School address _____

City _____ Zip Code _____

Phone _____ Fax _____

Sponsor _____

Home address _____

City _____ Zip Code _____

E-mail _____ Best time to contact at school _____

Total number of members _____ x \$10 per person = _____
(you may choose to pay the \$3 per student fee now and pay district and state contest fees later)

Chapter Officers

President _____

Vice President _____

Secretary _____

Treasurer _____

Reporter _____

Other _____

Please list the names and e-mail addresses of all members (including officers) on the back of this sheet or send in your own form. (over)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

(use another sheet if necessary)

Mail to: KJHS, 100 West Broadway, Frankfort, KY 40601.
The deadline for enrollment forms and dues is Jan. 4, 2012.



Kentucky Junior Historical Society 2011-2012 Individual Enrollment Form

Name _____ Grade _____

Street address _____

City _____ Zip code _____

Phone _____ E-mail _____

School _____

Parent/guardian name(s) _____

_____ I am joining as an individual member (enclose \$10 fee)
(you may choose to pay the \$5 per student fee now and pay district and state contest fees later)

*If you think a teacher, parent or local community leader might be interested in sponsoring a KJHS club in your area, please list his/her name, address and phone number below and the KJHS state office will mail sponsor information and a handbook to him/her.

Return this form to:

Kentucky Junior Historical Society
100 W. Broadway
Frankfort, KY 40601